

Position Title: Accounts Payable and Bookkeeping Specialist

POSITION SUMMARY

The Accounts Payable (A/P) and Bookkeeping Specialist will work closely with the Emergency Housing Voucher (EHV) Manager and CFO to request funds from the Texas Department of Housing and Community Affairs (TDHCA) based on estimated funds needed on a monthly basis for our subcontractors to cover the needs of their communities consisting of 185 county areas in Texas.

This position will perform various general accounting tasks related to reviewing, processing, and maintaining accounts payable records under the EHV program. The A/P and Bookkeeping Specialist will receive, review and record documentation from the subcontractors accounting staff each month to make sure the costs are allowable (based on the TDHCA contract) before cutting checks.

The position will also reconcile the amounts against each subcontractor's allotment of funds for the month, indicating shortfall or overage. Each month, the A/P and Bookkeeping Specialist will meet with the CFO and EHV manager to use this shortfall or overage to increase or reduce the amount of funds requested from TDHCA for each subcontractor for the subsequent month.

This position is time-limited and grant-funded, and employment is contingent on the continued receipt of grant funds. The position will end Saturday, September 30, 2023.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Set up all EHV grant and subcontractors in QuickBooks with CFO.
- Enter all subcontractor invoices and payments into QuickBooks after ensuring that all invoices presented for payment have the proper approvals and supporting documentation and are allowable under our contract
- Enforce agency accounts payable policies and procedures.
- Verify subcontractor allotment balances and reconcile with payments sent to each subcontractor each month.
- Communicate with subcontractors effectively ensuring that all questions are answered and issues are resolved.
- Compilation of information needed to apply for TDHCA reimbursements or advances.
- Investigate and resolve problems associated with the processing of invoices and purchase orders.
- Assist with preparing monthly financial reporting to TDHCA
- Assist with auditors as needed
- Communicate effectively in a professional, tactful and courteous manner with subcontractors, THN staff, TDHCA, and the general public.

- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner and with minimal supervision.
- Filing and organizing documentation for payment request hard and soft copies in a system easy to review by Manager or Auditor.
- Additional duties may be assigned such as reconciliations, billing and accounts receivable and processing purchase requests.

EDUCATION AND/OR EXPERIENCE:

- Two years experience working in Quickbooks and performing Accounts Payable duties, including, but not limited to, setting up vendors, collecting W9s, entering invoices, cutting checks, researching status of outstanding checks, preparing 1099s, and reconciling accounts.
- General accounting knowledge accumulated with degree and experience preferred

QUALIFICATIONS:

- Extremely detail oriented;
- Excellent written and oral communication skills;
- Experience using QuickBooks;
- Intermediate experience using Microsoft Excel and Google Doc worksheets
- General accounting knowledge;
- Ability to work in a team environment and utilize or develop a working knowledge of federal contracts and grants management and federal regulations and reporting requirements

WORKING CONDITIONS:

Will have own office to perform work duties. Some remote work is possible and flexible schedule is possible with approval from supervisor.

PAY AND BENEFITS:

This is a salaried position, working 40 hours per week, starting at \$45,000
Benefits provided include paid time off, health insurance, dental insurance, vision insurance, and matching 401(k) retirement plan

HOW TO APPLY:

Email a cover letter and resume to hr@thn.org at your earliest convenience.
Applications are reviewed on a rolling basis. Applicants selected for interviews will be

contacted within a few days. Please include "Accounts Payable and Bookkeeping Specialist " in the subject line of all communication about this position.

We are committed to Employment Equity, and we encourage applications from all qualified candidates.

THN is an Equal Opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including those with a lived experience of homelessness; people of color, LGBTQ identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.

ABOUT THN:

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the Texas Balance of State Continuum of Care (TX BoS CoC) which covers 215 counties in the state.